

SOMERS LIBRARY BOARD OF TRUSTEES
PO Box 443
Somers, NY10589

MEETING MINUTES
July 9, 2014

President Hasl called the meeting to order at 7:45 p.m.

The members present were: Paula Chamoun, Jim Hasl, Liz Mignardi, Laura Parisi, Jean Reidy, Ann Westerman and Christine Williamson-Canavan.

Ian Carnow was absent.

Library Director Patricia Miller was also in attendance.

Approval of Minutes

Mr. Hasl made a motion to approve the minutes of the meeting held on June 11, 2014 as submitted. All were in favor.

Announcements and Correspondences

The Somers Women's Club presented Mrs. Miller with the winner of their Essay Contest, Olivia Biolsi, who referenced the Library numerous times.

Treasurer's Report

The Treasurer's Report was presented. Copies of the Abstract of Audited Vouchers #7, Somers Library Vouchers and Gift Fund analysis were distributed. Mrs. Westerman made a motion to approve the Abstract of Audited Vouchers #7, dated July 9, 2014 in the amount of \$63,475.13, which included voucher numbers 79966 to 79990. All were in favor.

The contractual amount spent this past month was \$12,392.00 and \$11,294.64 or 85 % of this discretionary spending, went to the business of the Library (books, reading material, etc.). The largest expenditures were: Baker and Taylor Books (books and library materials) \$4,034; and NYSEG (electricity) \$1,097. Payroll and benefit charges were \$51,083.13. Total Library spending for all accounts was \$63,475.13.

A motion was made by Mrs. Westerman to transfer \$1,031.19 from the Gift Fund (0037446157) to the Library General Operating Account (0037213837). \$1,000 is from the Pelavin Gift Fund and \$31.19 from Other Gifts – Director to pay for Teaching Company Course Materials. All were in favor.

The 2015 draft of the Library budget will be ready for review and comment at the August meeting.

DIRECTOR'S REPORT AND STAFF MEETING MINUTES

All Trustees received a copy of Mrs. Miller's Monthly Report. A Staff Meeting was not held.

ILS Demo – Val Herman and Margaret Widman attended the in-depth ILS demo at WLS on June 17 during Mrs. Miller's vacation. They were both impressed by the product.

Mrs. Miller attended an in-depth product overview of Equinox, an open source ILS on June 24 and was pleasantly surprised by its capabilities. The ILS Committee met on July 9 and interviewed users of the three vendor finalists.

WLS Focus Group – Mrs. Miller participated in one of several WLS focus groups. WLS wants to be sure that continuing education courses and programs are filling member library education needs. A summary will be shared with all participating libraries.

Employee Update – Angelo DiLegge returned to work after surgery. William Christiano was thanked for covering Mr. DiLegge's responsibilities during his absence.

Building Updates – Per the Town Supervisor's authorization, work was finished in the recontrol of the automation system for the boilers and air conditioning systems. Two air separators with purge valves were added to each boiler. Remaining work now includes removing a broken heater in the front entrance and replacing one or both heat circulating pumps (before the heating season).

Summer Reading – The Summer Reading season officially opened on June 26 with entertainment by Chris Fascione.

NEW Rotary – On July 2, Mrs. Miller met with Dick Atkins and Doug Abdelnour, members of the NEW (North Eastern Westchester) Rotary and with Joe Maurantonio, WLS networking support, to discuss the installation of two informational screens that the Rotary will purchase and donate to the Library. The Rotary will also program the screens to our specifications and train staff to update the information. That evening, Mrs. Miller attended the NEW Rotary meeting and became a member.

Statistics – Statistics for reading, overdrive and circulation were distributed.

Somers Library Foundation

The Foundation met on June 26 and plans are underway for the 5K Race on September 14. They are actively soliciting race sponsors. Board member Andrea Ralls resigned and the Foundation is looking for additional Board members.

Friends of the Somers Library

Mr. Hasl attended the last Friend's meeting on July 2. They are on Board with moving forward on the Circulation Desk project. Mr. Hasl will give them a project update at their meeting in September.

NEW BUSINESS

Bylaws – In January of 2014, the Trustees voted to withdraw the delineation of Committees as they have in the past. Historically, the Committees included: Budget and Finance, Building, Bylaws and Policy, Long Range Planning, Personnel, Public Relations and Technology. Because there has been much overlap between the Committees, it became difficult to ascertain which Committee was responsible for a designated task (i.e. Long Range Planning inevitably incorporates Building, personnel, Budget and Finance and Technology). Additionally, it seemed that the Board was fragmented into their separate Committees, instead of joined with shared goals in mind.

As a result, the Trustees voted to instead focus on three or four priorities established by the Trustees in January of each year so that they could focus on some, cumulatively. One Trustee will be designated as the “lead” on that task in order to establish accountability, but all Trustees will be expected to contribute their skill set to progress and execute the task.

A review of these priorities should be held the following January to insure completion or renewal of that task for the next year.

Mrs. Mignardi entertained the aforementioned in the form of a motion. All were in favor.

Reimbursement Policy for Employees – A discussion ensued regarding a reimbursement request made by an employee. All agreed not to grant the request as it was not for Library business.

Project Manager – A motion was made by Mr. Hasl to secure Sabrina Piazza of Living Quarters Interior Design LLC as Project Manager for the new Circulation and Reference Desks projects at a total cost of \$3,650. All were in favor.

The meeting was adjourned at 9:30 p.m. The next meeting will take place on Wednesday, August 13, 2014 at 7:30 p.m. in the Library.

Respectfully submitted,

Denise Schirmer, Secretary
Somers Library Board of Trustees

cc: Library Board of Trustees
Library Director
Town Board

Town Clerk
Director of Finance
Friends of the Somers Library
Somers Library Foundation